

Tre Hargett, Secretary of State

## State of Tennessee



Division of Human Resources and Organizational Development

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### **JOB ANNOUNCEMENT**

#### **Administrative Services Assistant III**

**Tennessee Department of State**

**The Tennessee State Library and Archives**

**Supervisor:** Director of Library for Accessible Books and Media (LAB)

**Summary:** Responsible for administrative support work for the entire LAB division.

#### **Duties/Responsibilities:**

- Answers a high volume of phone calls on a multi-line phone system; routes calls to appropriate staff.
- Provides information and referral to other related agencies.
- Opens and distributes mail and other deliveries.
- Creates documents and databases.
- Compiles statistics and writes reports as requested.
- Prepares mailings using mail merge functions.
- Prepares purchase orders.
- Monitors inventory of supplies and places orders in a timely manner, per guidelines. Makes departmental travel arrangements and files reimbursement claims.
- Maintains leave files for all section employees.
- Performs other duties as assigned.

#### **Minimum Qualifications:**

##### **Education and Experience:**

- Education equivalent to graduation from an accredited college or university with a bachelor's degree. Qualifying full-time increasingly responsible sub-professional experience or para-professional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

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The Department of State is an equal opportunity, equal access employer.

#### Knowledge and Abilities:

- Excellent grammar and spelling.
- Ability to communicate clearly, both verbally and in writing.
- Tactful and professional manner in dealing with the public, both in person and by telephone.
- Overall knowledge of modern office practices.
- General secretarial skills, including the ability to use and troubleshoot office equipment.
- Average to expert ability in using Microsoft Word, Excel, and Outlook.
- Facility with email and Internet use.
- Ability to organize, maintain, and compile detailed records.
- Ability to perform detailed data entry, including financial and statistical data.
- Ability to plan, organize, and coordinate projects.
- Commitment to providing excellent customer service.

#### Physical Requirements:

- Possesses ability to simultaneously utilize telephone and computer system for extended periods.
- Possesses ability to sit for long periods.

#### Health, safety and collections security:

- Assists the organization to create a safe and healthy work environment by working safely with the equipment provided.
- Follows instructions given for health and safety purposes and immediately reporting any unsafe working practices or hazardous working conditions.
- Takes whatever measures are necessary to protect the collections from loss, mutilation or theft.

Salary: \$2,600.00 monthly

To apply, please email your letter of interest and resume to the Division of Human Resources & Organizational Development at [sos.hr@tn.gov](mailto:sos.hr@tn.gov).